

SCHOOL Safety Matters

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Monthly Safety Tips

Concussion

Due to the recent tragedy involving a student in the Evergreen School District, we thought it would be helpful to share the following tips for dealing with head injuries. Whenever a child sustains a head injury, it is important to contact parents to report the injury and what you are observing. The injury might appear to be minor, but it is often difficult to tell the extent of the injury. Listen for statements such as nausea, dizziness, headache or blurred vision, or anything that is unusual for the child. Please contact your school nurse if you have any question about actions that should be taken. An accident report should be completed for any head injury, no matter how minor.

Space Heaters

Whenever space heaters are used in our schools, it is important that proper safety practices are followed. These heaters must be UL listed and have an automatic tip-over switch that will shut them down if they are inadvertently knocked over. Also, an area three feet around the heater must be kept clear of combustibles. Failure to follow this practice can lead to fire.



In this issue of *School Safety Matters*, we look at the unique challenges schools face as we enter late fall in Oregon. The clocks have been set back one hour, the weather has become stormier, and the trees have started dropping their leaves. These combined factors make walking surfaces that were safe a month ago potentially hazardous. Now is a good time to revisit your plan for scheduled leaf removal to prevent slip and fall injuries. It is also important for everyone to report all unsafe conditions to their Safety Committee so they can be addressed before it leads to an accident.



Holiday Decorations

As we approach the holiday season, there are several things to keep in mind that will allow us to enjoy and celebrate the holidays safely.

- Artificial decorations may have electrical devices as long as they are used in accordance with the manufacturer's instructions. The only exception to this would be if the decorations have exposed metal surfaces.
- Always be sure that decorations do not block or obstruct exit doors, corridors and pathways.
- Candles, or any form of open flame, should not be used as a decoration or part of a celebration. Any exception to this must be approved by the Fire Marshal prior to the event.
- Any potential source of ignition should be removed from the vicinity of combustible decorations.
- All decorative miniature lights should be UL listed.
- Extension cords should be heavy duty, grounded, 14 gauge (minimum), 15 amp (minimum) and only used on a temporary basis.
- Any cords or lights that have been damaged or altered should not be used.
- Corn stalks and hay bales are very combustible and should be treated with a fire retardant coating. Please keep these to a minimum.
- The following steps should be followed if natural trees are kept indoors:
 1. Saw trunk off at an angle at least one inch above the regular cut.
 2. Mount the tree in a stable tree stand.
 3. Maintain the water level above the cut as long as the tree is indoors, and add water daily.



Please call Risk Management at ext. 4560 if we can help you with any safety question or if you have any safety tips that should be forwarded to the rest of the District.